

BROADCAST 5228

DATE: October 10, 2008

TO: Local DSS Agencies

TIME: 10:00 a.m.

FROM: Anthony Conyers, Jr., Commissioner

SUBJECT: VDSS IT Equipment Surplus Closeout-Due Date 12/01/08

CONTACT: Susan Rackley, 804.726.7700, susan.rackley@dss.virginia.gov

State agencies have been asked to reduce all unnecessary spending as a result of the current economic climate. One project the Department needs to complete is a closeout of all state IT equipment by local offices completing the inventory surplus process. The state is currently paying a monthly fee to the VITA/NG partnership for every asset listed in the inventory.

The completion of the surplus process will eliminate inactive machines from the inventory and reduce agency billing. Every office is asked to contact Susan Rackley, VDSS Division of Information Systems at 804.726.7700 or susan.rackley@dss.virginia.gov to make arrangements to have surplus inventory removed.

The agency has set the deadline of Dec. 1, 2008, to receive your request for surplus removal. After that date, all surplus assets that are not active on the network will be subject to a charge back to the local agency equal to the fees the Department currently pays to VITA (\$66.94 per desktop monthly/\$85.33 per laptop monthly). The charge back will commence with receipt of the January 2009 billing that is received 2/15/09 and continue until surplus inventory is eliminated.

If you have any questions, please contact Robert Hobbelman, CIO, VDSS Division of Information Systems at robert.hobbelman@dss.virginia.gov or Susan Rackley.

Thanks for your prompt response.